

MASTER SPECIFICATION

JOB INFORMATION

Date:	1/17/2018 6:23:03 PM
Official Title:	Purchasing Assistant II Master
System Affiliation:	
Employee Category:	
Pay Grade:	Pay Grade 2
Scheduled Hours	
Job Code:	453574
Job Family:	Purchasing/Inv/Central St

JOB SUMMARY

The Purchasing Assistant II performs a variety of routine to complex clerical and administrative duties related to the procurement of goods and services for a department or unit of an institution.

NATURE OF WORK

The Purchasing Assistant II functions as the second of three levels of Purchasing Assistant, responsible for providing a variety of routine to complex clerical and administrative support functions in the area of requisitioning supplies, obtaining bids for services, and preparing and reconciling purchase orders and invoices. Job responsibilities contribute to the accuracy, reliability, and acceptability of processes, services, or functions. Work is closely supervised, with limited opportunity for independent action or decision-making, and consists of tasks that are primarily routine, or well-defined, with specific instructions to achieve standards. Decisions are limited to the application of standardized or accepted practices and errors could result in some costs and inconveniences within the affected area.

Distinguishing Characteristics

Examples of Duties

Essential Functions

- Prepares departmental orders for goods and services; verifies for accuracy; sends to supplier.
- Reconciles orders; investigates and resolves discrepancies; bills to department account when received.
- Maintains accounts receivable file; prepares outside billings and cash receipts vouchers.
- Processes receiving information and approved billing payment; enters data into on-line inventory control program.
- Maintains computer inventory control system; monitors inventory; prepares any needed reports; reviews outstanding orders and initiates any necessary follow-up action.
- Prepares forms for screening government surplus property.
- Maintains accuracy of daily reports and managerial reports.
- Conducts research on product availability, vendors, pricing, and specifications.
- Reports equipment malfunctions; monitors equipment repairs to determine whether to continue repairs or replace.
- Performs other job related duties as assigned.

Performs other functions as required or assigned. Also complies with all Policies and Standards.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education

Education Level	Field of Study	Req	Pref	And/Or
High school diploma or GED		X		And
Vocational or technical training	Additional education or vocational training of up to eighteen (18) months beyond high school	X		

Additional Experience

Check here if experience may substitute for some of the above education and describe how.

X

Work Experience

<i>Experience</i>	<i>Experience Details</i>	<i>Req</i>	<i>Pref</i>	
2 year +	Clerical or purchasing work experience	X		